

**R156. Commerce, Occupational and Professional Licensing.**

**R156-15. Health Facility Administrator Act Rules.**

**Part 1 - General Provisions**

**R156-15-101. Title.**

These rules are known as the "Health Facility Administrator Act Rules".

**R156-15-102. Definitions.**

In addition to the definitions in Title 58, Chapters 1 and 15, as used in Title 58, Chapters 1 and 15 or these rules:

(1) "Administrator in training (AIT)" means an individual who is participating in a preceptorship with a licensed health facility administrator.

(2) "Board" means the Health Care Administrators Board.

(3) "General administration" as used in the definition of "administrator", Subsection 58-15-2(1), means that the administrator is responsible for operation of the health facility in accordance with all applicable laws regardless of whether the administrator is present full or part time in the facility or whether the administrator maintains an office inside or outside of the facility.

(4) "General supervision" means that the supervising health facility administrator is usually and regularly present within the health care facility and when not present is available for consultation by direct voice communication with the person being supervised.

(5) "Nursing home administrator" means a health facility administrator.

(6) "Preceptor" means a licensed health facility administrator who is responsible for the supervision and training of an AIT.

(7) "Preceptorship" means a formal training program approved by the division in collaboration with the board for an administrator in training (AIT), under the supervision of an approved licensed health facility administrator. The program is conducted in a licensed health facility.

(8) "Qualifying experience" includes 8,000 hours of employment in a health facility of which at least 4,000 hours are in a supervisory role, which includes being designated in writing to have administrative responsibility when the administrator is away.

**R156-15-103. Authority - Purpose.**

These rules are adopted by the division under the authority of Subsection 58-1-106(1) to enable the division to administer Title 58, Chapter 15.

**R156-15-104. Organization - Relationship to Rule R156-1.**

The organization of this rule and its relationship to Rule R156-1 is as described in Section R156-1-107.

**Part 3 - Licensing**

**R156-15-302a. Qualifications for Licensure - Application Requirements.**

In accordance with Subsections 58-1-203(2) and 58-1-301(3), the application requirements for licensure in Section 58-15-4 are defined, clarified, or established as follows:

(1) Complete an approved AIT preceptorship consisting of a minimum of 1,000 hours.

(2) Meet either the education requirement in Section R156-15-302b or the experience requirement in Section R156-15-302c.

**R156-15-302b. Qualifications for Licensure - Education Requirements.**

In accordance with Subsections 58-1-203(2) and 58-1-301(3), the education requirement for licensure in Subsection 58-15-4(2) is defined, clarified, or established as follows:

(1) Graduation from an accredited university or college with a minimum of a baccalaureate degree.

**R156-15-302c. Qualifications for Licensure - Experience Requirements.**

In accordance with Subsection 58-1-203(2) and 58-1-301(3), the experience requirement for licensure in Subsection 58-15-4(2) is defined, clarified, or established as follows:

(1) Completion of at least 8,000 hours of qualifying experience approved by the division in collaboration with the board.

**R156-15-302d. Qualifications for Licensure - Examination Requirements.**

In accordance with Subsections 58-1-203(2) and 58-1-301(3), the examination requirement for licensure in Subsection 58-15-4(4) is defined, clarified, or established as follows:

(1) The National Association of Boards of Examiners for Nursing Home Administrators (NAB) examination is the qualifying examination required for licensure as a health facility administrator.

(a) The passing score on the NAB examination shall be a minimum scale score of 113.

**R156-15-303. Renewal Cycle - Procedures.**

(1) In accordance with Subsection 58-1-308(1), the renewal date for the two-year renewal cycle applicable to licensees under Title 58, Chapter 15 is established by rule in Section R156-1-308.

(2) Renewal procedures shall be in accordance with Section R156-1-308.

**R156-15-307. AIT Preceptorship.**

(1) The clinical hours spent in an internship, practicum, or outside study program associated with a bachelor's degree in health facility administration or health care administration may count toward the required hours of the approved AIT preceptorship.

(2) The preceptor shall be allowed to supervise not more than two AIT preceptees at a time.

(3) In order to be approved as a preceptor, the health facility administrator must have been licensed for three years and be currently working in a licensed health facility.

(4) The AIT preceptee shall at all times be under the general supervision of the preceptor.

(5) The AIT preceptee may work in the facility either full or part time while completing the preceptorship requirements. Credit received for AIT preceptorship training shall be earned only for duties related to AIT preceptorship training as set forth under Subsection (6).

(6) An approved AIT preceptorship shall include the following:

(a) Patient Care

(i) health maintenance

(ii) social and psychological needs

(iii) food service program

(iv) medical care

(v) recreational and therapeutic recreational activities

(vi) medical records

(vii) pharmaceutical program

(viii) rehabilitation program

(b) Personnel Management

(i) grievance procedures

(ii) performance evaluation system

(iii) job descriptions/performance standards

(iv) interview and hiring procedures

(v) training program

(vi) personnel policies and procedures

(vii) employee health and safety program

(c) Financial Management

(i) developing a budget

- (ii) financial planning
- (iii) cash management system
- (iv) establishing accurate financial records
- (d) Marketing and Public Relations
  - (i) planning and implementing a public relations program
  - (ii) planning and implementing an effective marketing program
- (e) Physical Resource Management
  - (i) ground and building maintenance
  - (ii) sanitation and housekeeping procedures
  - (iii) compliance with fire life safety codes
  - (iv) security
  - (v) fire and disaster plan
- (f) Laws and Regulatory Codes
  - (i) knowledge of medicaid and medicare
  - (ii) labor laws
  - (iii) knowledge of building, fire and life safety codes
  - (iv) OSHA/UOSHA
  - (v) Bureau of Health Facility Licensure Law and Rules
  - (vi) licensing and certification/professional licensing boards
  - (vii) health facility administrator law and rules
  - (viii) tax laws
  - (ix) establishing or working with a governing board.

**R156-15-308. License By Endorsement.**

A license may be granted to an applicant who is currently a licensed health facility administrator in good standing in another state in accordance with Section 58-1-302.

**R156-15-309. Continuing Education.**

(1) There is hereby established a continuing professional education requirement for all individuals licensed under Title 58, Chapter 15.

(2) During each two year period commencing on June 1 of each odd numbered year, a licensee shall be required to complete not less than 40 hours of qualified professional education directly related to the licensee's professional practice.

(3) The required number of hours of professional education for an individual who first becomes licensed during the two year period shall be decreased in a pro-rata amount equal to any part of that two year period preceding the date on which that individual first became licensed.

(4) Qualified professional education under this section shall:

(a) have an identifiable clear statement of purpose and defined objective for the educational program directly related to the practice of a health facility administrator;

(b) be relevant to the licensee's professional practice;

(c) be presented in a competent, well organized, and sequential manner consistent with the stated purpose and objective of the program;

(d) be prepared and presented by individuals who are qualified by education, training and experience; and

(e) have associated with it a competent method of registration of individuals who actually completed the professional education program and records of that registration and completion are available for review.

(5) A licensee shall be responsible for maintaining competent records of completed qualified professional education for a period of four years after close of the two year period to which the records pertain. It is the responsibility of the licensee to maintain such information with respect to qualified professional education to demonstrate it meets the requirements under this section.

(6) A licensee who documents they are engaged in full time activities or is subjected to circumstances which prevent that licensee from meeting the continuing professional education requirements established under this section may be excused from the requirement for a period of up to three years. However, it is the responsibility of the

licensee to document the reasons and justify why the requirement could not be met.

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**58-1-202(1)**

**58-15-3(3)**

# **HEALTH FACILITY ADMINISTRATOR ACT RULES**

**R156-15**  
**Utah Administrative Code**

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